

Executive Personal Assistant to The Bishop of Southwell and Nottingham

Grade: Senior Personal Secretary
Location: The Bishop's Manor, Bishop's Drive, Southwell NG25 0JR
Accountable to: The Bishop of Southwell and Nottingham and managed by the Bishop's Chaplain

This is a fixed term contract for 12 months, for 35 hours per week (full time).

Job Summary

The Bishop's Personal Assistant gives vital personal support to the Bishop, ensuring a warm and generous welcome is extended to all who come to see him. S/he works with the Bishop's Chaplain, Bishop's Office Administrator and Bishop's Office Events Co-ordinator in managing the Bishop's Office and has responsibility for a wide range of administrative and co-ordinating tasks.

The Diocesan Bishop's team is located within the offices of the Bishop's Manor from where the Bishop works and resides. The Bishop of Sherwood and his PA are also located in Jubilee House.

Key Relationships:

The Bishop of Southwell and Nottingham, the Bishop's Interim Head of Staff, the Bishop's Chaplain, the Bishop's Office Administrator, the Bishop's Office Events Co-ordinator, the Suffragan Bishop of Sherwood and his PA, the Archdeacons, the Diocesan Chief Executive, the Bishops Staff Senior Team and staff in the Diocesan office.

Principal Duties and Responsibilities

- Working within the Bishop's team, under the guidance of the Bishop's Chaplain and in conjunction with the Bishop's Office Administrator and Bishop's Office Events Co-ordinator, the office holder will be a trusted member of the team, using their initiative to keep the office moving and service delivery high to all those with whom the team interact.
- Working closely with the Diocesan Bishop to ensure that his diary is well managed so that it focuses on and complements his priorities for the diocese and beyond as well as guards his own humanity.
- Working with the Bishop's Chaplain to ensure that all services at which the Bishop is presiding or engagements in which he is participating are agreed well in advance and fully thought through, with orders of service prepared. Create and issue engagement forms for various functions. This includes well organised practical considerations in relationship to reservations and travel arrangements.
- Having sight where necessary of all daily communications coming into and going out of the Diocesan bishop's office and, in liaison with the Bishop's Chaplain, ensuring appropriate

action is taken to progress these communications. Keep track of the bishop@ inbox, which receives a very high volume of emails, responding directly to appropriate emails and making sure all emails receive a timely acknowledgement in the absence of another member of the team.

- Handling a wide range of telephone and email enquiries with confidence, warmth and diplomacy, answering queries directly or passing them on to the Bishop's Chaplain or other appropriate person.
- Creating engaging and dynamic presentations for the Diocesan and Suffragan Bishops as requested.
- Ensuring secretarial support for the Diocesan Bishop through drafting letters, emails and documents (this involves taking meeting minutes as required)
- Open and field the Diocesan Bishop's post each day, ensuring all correspondence is scanned, filed and delegated to the appropriate staff member where appropriate.
- To be the first point of contact for the Bishop's Office, meeting and greeting all visitors to the Bishop's Manor Office, especially on days when the Bishop has back to back meetings.
- Maintaining good working relationships with the Bishop of Sherwood and his PA, the Bishop's Senior Team and their PA's, those who work in the Diocesan Office and the Cathedral, the Bishop's wife and the offices of other Bishops.
- Working alongside the Bishop's Office Events Co-ordinator to manage the Bishop's ministry of hospitality.

PERSON SPECIFICATION

Personal Effectiveness

- Able to initiate and maintain good and effective administrative procedures
- Able to prioritise effectively and display good judgement in knowing when and to whom to delegate
- Able to be appropriately protective of the Bishop
- Have a robust attitude towards criticism from the public, is able to stay calm under pressure and to diffuse the occasional difficult phone call.
- Will be able to work with volume, complexity and at pace with a 'right first time' attitude.
- Has a strong sympathy with the Christian faith and the Church of England, and an ability to share in the ethos of the Bishop's office and household
- Will thrive working as part of a small team yet also independently, with the spontaneity, flexibility and natural generosity which interdependence requires, recognising that no two days will look the same.
- Will have natural curiosity, diplomacy and high emotional intelligence.

- Ability to admit mistakes and learn from them
- Willingness to be involved in continuing personal and professional development

Communication

- Establish and maintains excellent working relationships with colleagues
- Excellent interpersonal and diplomatic skills, dealing with people from all walks of life with courtesy and, where necessary, firmness, both inside and outside the Church
- Demonstrate a warm, polite, helpful manner
- Understand the importance of maintaining confidentiality without being secretive
- Able to be a critical friend to the Bishop

Technical

- Demonstrate a good standard of numeracy
- Demonstrate excellent standards of literacy, grammar and spelling
- Ability to help create compelling visual presentations as directed, typically via PowerPoint.
- Comfortable with multifarious digital communication channels, including uploading videos and setting up virtual meetings

Knowledge

- Educated to 'A' level or above, or equivalent
- Proficient use of Microsoft Word, Excel, Access, PowerPoint and Outlook
- Proven ability to use databases
- Proven ability to manage a budget efficiently

GENERAL CONDITIONS

Standards of Behaviour and Conduct

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church of England and as professionals, whatever their job.

Health and Safety Responsibilities

All staff are required to ensure that they understand and accept the legal duties placed on them by the Health and Safety at Work Act not to endanger themselves or others, and by the Management of Health and Safety at Work Regulations to co-operate with colleagues and management in the control of health and safety at work. And therefore to:

- read and understand and abide by the health and safety policy;
- familiarise themselves with accident and emergency procedures on their site;
- familiarise themselves with the findings of any risk assessments which might affect them;
- inform their manager immediately of any health or safety deficiencies or dangerous situations or near misses;
- set a good personal example in respect of health and safety.

Confidentiality

Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of their manager.

TERMS OF EMPLOYMENT

Salary

The salary for this post is £30,307 per annum.

Pension Contributions

Non-clergy staff will be automatically enrolled in the Church Administrators Pension Fund (CAPF, DC Section) unless they choose to opt out. Clergy already in the Church of England Funded Pensions Scheme (CEFPS) will have the option of either remaining in this scheme or joining the CAPF scheme.

There is no contracting – out certificate under the Pension Schemes Act 1993 in force for this employment in relation to the CAPF and CEFPS. Both CAPF and CEFPS members are contracted-in to the State Second Pension.

The Church Commissioners have an income protection insurance arrangement. To be eligible for cover under this policy an employee must be a member of the CAPF DC section. Please note that insurance cover is not necessarily automatic and that underwriting may be required by the schemes in some instances. Cover will be subject to any terms and conditions laid down by the insurance company.

Hours of work

Monday hours 9.00am to 5.00pm Tuesday-Friday 9.00am to 4pm. Your hours of work will be 31 hours per week hours exclusive of an unpaid lunch break, to be taken at a time agreed with the Bishop. Occasional out-of-hours work, with time off in lieu by prior arrangement with the Bishop with some home working as appropriate and agreed with the Bishop.

Annual Leave

You are entitled to 25 days paid annual leave per leave year. This is exclusive of public and additional holidays. The leave year runs from 1st January to 31st December.

Statutory Holidays: New Year's Day, Good Friday, Easter Monday, May Day Bank Holiday Monday, Spring Bank Holiday Monday, August Bank Holiday Monday, Christmas Day and Boxing Day (8 days)

Notice

Notice period is one month on either side or by pay in lieu of notice by your employer. Should you be summarily dismissed on the grounds of gross misconduct, your employment will be terminated without notice.

March 2025